

eeef Technical Assistance Facility: Frequently Asked Questions

Information - Call for proposals for consultancy services

1. Who can be considered an advisor(s) for consultancy services to the TA Programme?

Any consultancy company or a consortium of companies (joint bid) with relevant experience to perform all the services required to develop the Project Development Services (i.e., technical, legal, and financial services).

2. Is a consortium (joint bid) required to be formed to apply for consultancy services?

This is not required. A consultancy company can apply to provide all the necessary services to develop the TA project (i.e., technical, legal, and financial expertise) if the expertise is available in this company.

In case a consortium is formed, the consortium lead assumes full responsibility towards the eeef for the performance of the contract as a whole.

3. Can any Project Development Services (PDS) be outsourced?

The services cannot be outsourced. You could only subcontract partly, but the contractor will retain a full liability towards eeef for the performance of the contract as a whole and concerning the subcontracted risks. Bidders are required to outline which proportion of the contract they intend to subcontract (i.e., tasks, company information, team members' roles, etc) and should be indicated in the proposal.

4. Will the awarded advisor(s) be contracted by the Fund?

Yes. The services will be contracted by the Fund to perform consultancy services for a public authority or municipality within the EU. The awarded advisor(s) will sign a contract with the Fund in relation to the proposed technical assistance programme.

5. How are the disbursements for consultancy services managed?

It is defined and agreed upon in the TA Contract for Consultancy Services between the Fund and the advisor. Generally, payments are set in parts and with respect to the Project Development Services (following the progress of the work performed)¹:

¹ The Consultant shall report to the Fund on a regular basis and when complete all assignments within the Consultant's expertise which the Fund may request from time to time.

- forty per cent 40% of the Eligible Costs are payable upfront at the beginning of the execution of the Project Development Services; and
- sixty per cent 60% of the Eligible Costs (Residual Payment) will be allocated subject to, i.e., reporting requirements completed (i.e., audit reports, financial and economic evaluation, tender documentation, primary energy savings estimations, etc.), final reports submitted (i.e., cover the entire period from the beginning of the PDS to the Closing Date) and/or publication of the Final Award Act to the selected bidder by the municipality to implement the investment programme.

6. Should the services contracted by the Fund include VAT?

Generally, a reverse VAT charge applies under the respective EU law, depending on the country where the project will be implemented, i.e., Directive 2006/112/EB, Art.44 (LT), Presidential Decree no. 663/72Art. 7-ter and subsequent amendments (IT), among others. On the contrary, the Fund does not finance any VAT expenses/payments of the Consultant.

7. Can we exceed the total Eligible Costs indicated in the ToR?

No, the advisor is requested to present an all-inclusive price for the whole scope of work. However, this should not exceed the Eligible Costs indicated in the ToR.

8. Do the Eligible Costs include VAT or other taxes?

The Fund does not finance any VAT expenses/payments of the Consultant. However, other relevant taxes and the amount (%) will be observed depending on the EU country. They may be invoiceable, e.g., CPA tax for social contributions due by lawyers in a specific country.

9. Does eeef cover travel costs or accommodation?

eeef is not covering any travel costs or accommodation.

10. Should technical and financial proposals be sent in separate files?

The Fund should receive a single file containing all the required information requested in the ToR.

11. Is there any structure/format required for the proposal development and a limit of pages?

Not unless it is indicated in the ToR. It is recommended that bidders apply following the requirements stated in the ToR (i.e., content, work methodology, CVs of team members, timeframe, language, etc.). However, the Fund encourages creativity in the proposal format and presentation. There is no limit on number of pages.

12. What are the classification criteria for selecting the best proposal?

The Fund's TA Facility team will conduct a deep assessment to select the best advisor(s) for the particular consultancy services. The main criteria are as follows:

Main Categories	Max. Points (%)
1. Scope of work	
- Understanding of the scope of work and methodology	10
- Company's organization and workflow management	20
- Technical resources	5
2. Team members	
- PPP experience	15
- Management team experience	15
- Energy experts (i.e., engineers) experience	10
- Financial advisors' experience	10
- Legal expert experience	10
- Support team/staff experience	5

13. How will the advisor(s) experience be accredited?

The Fund will evaluate the bidders' experience in accordance with the ToR's requirements. Company and performance documentation, such as certified structure charts, corporate registers, experts' CVs, etc., could be requested anytime.

The Fund expects the advisor's legal, financial, and technical team expertise to be accurate according to their CVs. If there is documentation available for good execution, this can also be presented as a supporting document.

14. How is the financing process of the Investment Programme?

The TA development process finishes when the PPP agreement is signed (two-year timeframe). The advisor(s) needs to facilitate the execution and finalisation of the TA project within this timeframe. The eeef aims to participate in the financing of the Investment Programme. More relevant information can be found at <https://www.eeef.lu/faq.html>